



**Check Child Abuse**

# **Mini Grant Information & Application 2007 – 2008**

**P.O. Box 2015  
Boise, Idaho 83701  
Phone: 208-386-9317**

**[www.idahochildrenstrustfund.idaho.gov](http://www.idahochildrenstrustfund.idaho.gov)**



## Mini Grant Program Information and Application 2007 - 2008

### Introduction

The Idaho Legislature established the Children's Trust Fund in 1985 to support efforts designed to prevent child abuse and neglect within the state. The Idaho Children's Trust Fund awards grants to programs that provide services to prevent child abuse and neglect in Idaho. We also provide technical assistance, training and networking opportunities to child abuse prevention programs, and programs that help support and strengthen families.

- We believe that Idaho's children are the state's greatest assets. Too many children suffer abuse and neglect at the hands of parents and caretakers who should be nurturing them instead. Children who are abused and neglected often experience problems later in life involving juvenile crime, poor academic performance, drug and alcohol abuse, domestic violence, obesity, poor physical health, teen pregnancy and suicide. The effects of child abuse and neglect are wide, far-reaching, and without intervention, continue to affect the individual over his or her entire lifetime.
- *Preventing* abuse and neglect is critical to protecting Idaho's children and minimizing the costs of long term intervention for crime, truancy, corrections, hospitalization, special education, and physical and mental health care.
- Nationally, approximately 84 percent of abused children are abused by a parent, and research shows that the best way to prevent child abuse is to educate, inform, support and work with parents to help them build strong, healthy families. The majority of the funding dollars distributed by the ICTF are allocated to programs that provide various services that strengthen and support parents and families.
- We believe that adults must be responsible for protecting children from abuse and neglect, therefore child abuse prevention projects that target teaching children how to protect themselves from abusive adults will not be a funding priority for the ICTF.

### General Information

**The Idaho Children's Trust Fund (ICTF) has recently revised the Mini Grant Program. Please be sure to read through the application information and the application carefully.**

- The ICTF will award 12-month Mini Grants annually to support a variety of community-based projects aimed at preventing child abuse or neglect.
- Each project should be carefully designed with creative strategies for preventing or reducing the occurrence of child abuse or neglect.
- Grants of up to **\$3,000** per program per year will be awarded to fund general child abuse or neglect prevention projects.
- By state statute, the ICTF is **not** able to fund direct treatment or therapy programs for abused children.
- The ICTF Mini Grant Program is interested in funding one-time or small child abuse prevention projects that will not necessarily require on-going ICTF financial support.

### Tips for Responding to this Proposal

- We recognize the time and effort required to complete the application. In deciding whether or not to proceed, please make use of the technical assistance provided by ICTF staff for help in clarifying any questions you may have.
- Please read the entire Mini Grant Application Information document and the entire grant application before proceeding to write your grant application.
- Answer *all* questions in order on the application, or respond with "N/A" if a question does not apply to your program.
- Please answer each question individually, writing the question, and then your answer.
- Number all pages of your grant application.
- In the budget proposal and budget narrative clearly indicate which project resources you are asking the ICTF to fund.
- Do not include any additional flyers, brochures, resumes or attachments beyond those requested in the grant application.

### Program Eligibility Requirements

- Applicant programs must be located in Idaho or provide services to residents of Idaho.
- Mini Grants are available to public or private non-profit or faith-based organizations, government agencies, (e.g. schools or health departments) or qualified individuals that provide community based educational or service programs designed to reduce or prevent the occurrence of child abuse and neglect.
- Applicant programs must have an Employer Identification Number (EIN), and an identified fiscal agent.
- Applicant programs must provide certificates of commercial general liability insurance and worker's compensation insurance **with** their grant application.
- Applicant programs may submit only one application for the Mini Grant program each year.
- Applicant programs may submit applications for both the Mini Grant and the Multi-Year Grant in the same year, but not for the same project. The two applications must be for different projects. Multi-Year grant applications are available for Cycle Two (2), 2007 - 2010.

### Project Criteria

- Proposed projects must be designed specifically to **prevent or reduce the occurrence of child abuse or neglect**.
- Applicant programs must be willing to collect, maintain and report various demographic and programmatic data about their funded project.
- If the project is providing direct services, applicants must be able to show evidence of participant satisfaction with the services provided by the project.

- Applicant programs must be willing to partner with participant parents and clients to increase participant involvement and leadership in their organization.
- Applicant programs must demonstrate community cooperation or collaboration.
- Applicant programs must complete a logic model and measure progress toward their outcomes.

### Project Specifics

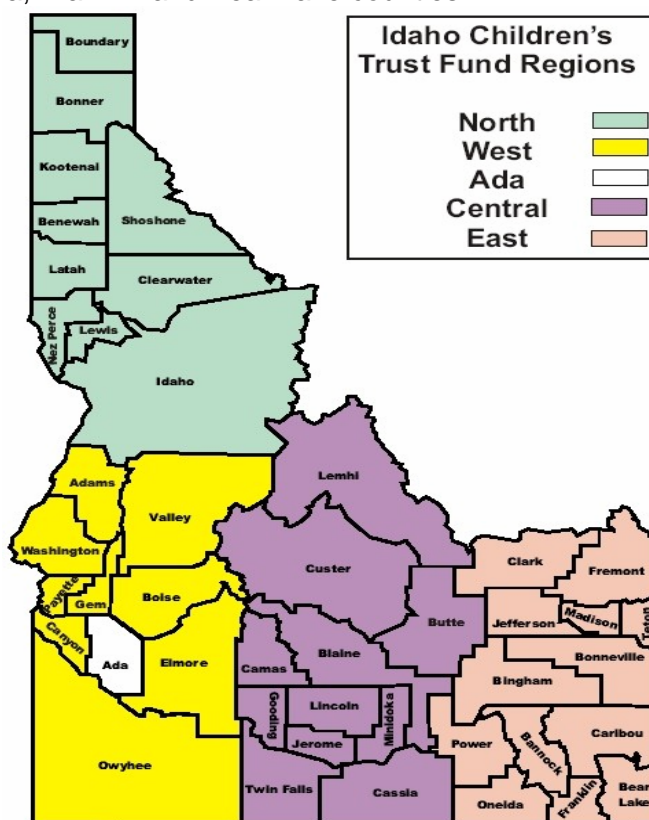
- Maximum ICTF grant amount per project is \$3,000.
- Funding term per grant is 12 months; July 1, 2007 through June 30, 2008.
- Applicant programs must identify outcomes for your project and the way in which your program will determine whether or not the goals have been achieved.
- The Idaho Children's Trust Fund Mini Grant Program is interested in funding one-time or small child abuse prevention projects that will not necessarily require on-going ICTF financial support. Possible examples include:
  - Development of educational material regarding child abuse and neglect prevention
  - Printing/copying and distribution of educational material
  - Translation of materials or curriculums
  - Purchase of curriculums or materials for classes or groups
  - Purchase supplies to support a larger child abuse prevention project
  - Staff and/or volunteer training relating to child abuse prevention
  - Enhancement of resource and referral services
  - Support for conferences, workshops, and/or trainings specific to child abuse prevention
  - Public and parent education of child abuse prevention
  - Feasibility study for possible larger child abuse prevention project

### Funding Available

- Funding for grants comes from private donations made to the ICTF and a federal Community Based Child Abuse Prevention Grant. Funding for grants from the Idaho Children's Trust Fund is subject to availability.
- The ICTF anticipates distributing funding in the amount of \$60,000 for 2007 – 2008 Mini Grants.
- \$12,000 will be allocated for each geographic region. (See next section, Geographic Distribution, for ICTF geographic regions.)
- No Mini Grant will exceed **\$3,000** per fiscal year.
- Each applicant shall receive written notice of the ICTF Board's determination to grant or deny the application.
- The ICTF's grant cycle coincides with the State's fiscal year. Funded programs will receive contracts to begin operating July 1, 2007 through June 30, 2008.

## Geographic Distribution

- It is the intent of the ICTF to assure equal opportunity for community based child abuse and neglect prevention projects in all geographic regions of the state.
- You will be asked to identify which of the following region(s) your project will primarily serve, and within the region, the specific counties, cities, or tribal areas.
- The ICTF's geographic regions are as follows:
  - **North:** Boundary, Benewah, Bonner, Kootenai, Shoshone, Latah, Clearwater, Nez Perce, Lewis and Idaho counties.
  - **West:** Adams, Washington, Payette, Gem, Canyon, Owyhee, Valley, Boise and Elmore counties.
  - **Ada:** Ada County
  - **Central:** Blaine, Camas, Gooding, Lincoln, Jerome, Minidoka, Cassia, Custer, Lemhi, Butte, and Twin Falls counties.
  - **East:** Clark, Jefferson, Fremont, Madison, Teton, Bonneville, Bingham, Power, Bannock, Caribou, Oneida, Franklin and Bear Lake counties.



## Timeline

January 2, 2007	Grant applications available on ICTF website.
March 15, 2007	Grant applications due at ICTF office.
April 2007	Regional panels review grant applications.
May 2007	Spring Board meeting – Board makes final grant decisions.
May 2007	Award Letters sent to grantees.
June 2007	Contracts sent to grantees and then due to ICTF office.
July 1, 2007	Grant cycle begins.

### Application Organization and Format

- The application format requirements are:
  - Type or word process the document
  - Margins must be at least one inch
  - Use Arial, Times New Roman, or other easily readable font
  - Use 12 point font size
- There is no page limit for the application, however, be aware that it is to your benefit to keep your application brief and succinct.
- Please answer each question individually, writing the question, and then your answer.
- Number all pages of your grant application.
- The Application Form should be the first pages. Please do not submit a cover letter or page.
- Please use paper or binder clips to secure your application; please do not staple, bind, rubber band, or use folders of any kind.
- Please do not include additional flyers, brochures, resumes or attachments beyond what is requested in the grant application.
- Include the original (original authorized signature) and six (6) complete copies of your grant application.
- Please submit your application with all materials in the following order:
  - Application Form
  - Applicant Information
  - Project Information
  - Budget Form
  - Budget Narrative
  - Logic Model
  - Community Commitment
  - Insurance Certificates
  - Completed W-9 Form

### Application Selection and Awards Process

- Applications will be reviewed based on their focus on child abuse and neglect prevention, the strength of the applicant's qualifications to implement the proposed project, need for proposed services, project design, adequate budget detail, and collaboration with other agencies.
- Mini Grant applications are reviewed by regional panel members from the north, west, central, and east regions of the state, and Ada County, and then recommendations for funding are forwarded to the ICTF Board.
- Applicants may be contacted by staff members during the review period for clarification of items in their application.
- The Board makes the awards based on the panel's recommendations and the Board's discretion.
- Staff may provide information to the Board about an applicant's prior grant history with the ICTF. In addition, the board will consider project distribution among and within geographic regions when making final funding decisions.

- The Board reserves the right to reject any or all applications and to negotiate the award amount, authorized budget items, and specific programmatic goals prior to entering into a contract.

### Contract Requirements for Funded Projects

- The applicant should seriously consider their ability to meet the requirements outlined below, should their project be funded.
- Funded applicants (referred to as Grantees) will be required to enter into a contract with the State of Idaho Department of Health & Welfare, the fiscal agent for the ICTF.
- Grantees must agree to send at least one representative to a regional training in the 2007 – 2008 grant year. The training will cover requirements for completing the Mid-Year and Final Project Reports, and information on child abuse and neglect prevention. (The Idaho Children's Trust Fund will reimburse each funded program for travel expenses to attend this training.)
- Grantees will be required to acknowledge ICTF as the funding source on all printed material related to the funded project.
- Grantees are required to complete and submit Mid-Year and Final Reports to the ICTF.

### Reporting and Payments

- A mid-year report will be due to the ICTF office on January 31, 2008.
- A final report will be due to the ICTF office on July 31, 2008.
- ICTF grant payments are made on a reimbursement basis; either monthly or quarterly, once services or activities have been completed. (This is a state and federal requirement.)
- Reporting requirements and payment procedures will be specified in more detail in the contract between the successful applicants and the ICTF.

### Closing Date

- All applications must be received in the office of the Idaho Children's Trust Fund before 5:00 p.m. on **March 15, 2007**.
- Include the original (original authorized signature) and six (6) complete copies of your grant application.
- Please mail applications to: Idaho Children's Trust Fund, P.O. Box 2015, Boise, ID 83701.
- To hand deliver or FedEx applications use the street address: Idaho Children's Trust Fund, Alexander House, 304 W. State Street, Boise, ID 83702.
- Faxed or emailed applications will **not** be accepted.

### Technical Assistance

- Technical assistance regarding the grant application will be available by telephone or email through March 15, 2007. To request technical assistance, please call our office at 208-386-9317 or email Margaret Hower, Grants Manager at [howerm@idhw.state.id.us](mailto:howerm@idhw.state.id.us).



## MINI GRANT Application Form

Funding term: July 1, 2007 to June 30, 2008

Maximum Grant Award: **\$3,000**

Name of Applicant Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Federal Employer Identification Number (EIN): \_\_\_\_\_

Project Title \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Total Project Cost: \$ \_\_\_\_\_ Amount Requested from ICTF: \$ \_\_\_\_\_

**Geographic area to be served by project** (see Mini Grant Application Information):☐ North☐ West☐ Ada☐ Central☐ East

Specific cities, counties, tribal areas, etc. \_\_\_\_\_

If your proposal is funded, may ICTF refer to it in our information and media releases? ☐ Yes ☐ No**Provide a short description of your project.**



Please list any Idaho Children's Trust Fund grants received by the applicant organization in the last three (3) fiscal years. Include the type of grant (Mini, Target or Multi-Year), the project's title, the amount granted, and the project's accomplishments.

2004 – 2005	2005 – 2006	2006 – 2007
Type:		
Title:		
Amount:		
Describe Accomplishments:		

**Official Authorized to Sign Contract**

Name and Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

**Applicant Information (10 points)**

1. State the applicant's mission statement and provide a short history of the organization.
2. Briefly describe the applicant organization's experience providing child abuse and neglect prevention and/or family support services.
3. Describe the applicant's qualifications to receive and administer grant funds.
4. How will the efforts of this project continue to reduce or prevent child abuse and neglect after this funding cycle?

**Project Information (50 points)**

1. **Summary:** Please provide a brief (2-3 paragraphs) synopsis of your proposed project.
2. **Community Assessment:**
  - A. Briefly describe the community the project will serve (geographic location, population, economic conditions, etc.)
  - B. Describe the community need for your project.
3. **Project Services and Goals:**
  - A. How will this project prevent child abuse and neglect?
  - B. What are the reasons for implementing (or maintaining) this project?
  - C. What outcomes do you hope to accomplish with this project?
  - D. How will you know if your project accomplished the intended outcomes?
  - E. Who is the target audience for this project?
  - F. What are the activities of the project?
  - G. When and how will the activities be delivered?
4. **Project Resources:**
  - A. Briefly describe the qualifications and experience of key staff and/or volunteers responsible for the project. (Please do not include resumes.)
  - B. Are there other major resources or materials needed for the project to succeed? What are they? How will you acquire them?

**Outcome Accountability and Logic Model (5 points)**

1. Please complete the attached logic model at the end of the grant application.
2. Please describe the measurement tools (survey, questionnaire, staff observation, etc.) you will use to document progress towards your outcomes.

**Budget (15 points)**

1. Please use the following budget form to detail all expenses and income for the project. The budget needs to show clearly:
  - A. Budget for this project. (Note: Not for your entire program.)
  - B. All sources of funding for the project, both guaranteed and applied for (ICTF portion cannot exceed \$3,000).
  - C. All major categories of expenditures (i.e. personnel, facility costs, supplies/materials, printing/copying, etc.)
2. Please include a detailed budget narrative to justify the items requested from the ICTF in your budget. It should include an explanation of line items that may not be completely clear to an outside evaluator.

**Budget Form**

Income Sources and Amounts →	Children's Trust Fund (Requested)	Cash Sources (specify amount and source)	In-Kind Sources (specify amount and source)	Totals
Expenditure Categories ↓				
Personnel				
Facilities				
Supplies				
Training				
Printing/Copying				
Marketing / Communication				
Travel				
Other (specify)				
<b>Total</b>				

### Community Commitment

1. Please include *at least two (2)* letters of commitment from other community resources describing their role in the project.

The ICTF requires that projects work in conjunction with other child and family services in a community. In a letter of commitment, an authorized representative of another agency or organization must describe their role in the planning, implementation or activities of *this* project. Please do not include letters of support, or more than three (3) letters of commitment.

### Certificates of Insurance, W-9

1. Include the applicant organization's certificate of commercial general liability insurance.
2. Include the applicant organization's certificate of worker's compensation insurance.
3. Please complete and include a W-9 form. (Available on the ICTF website, under Grants.)

### Possibility of 80 total points



## **LOGIC MODEL DEFINITIONS & EXAMPLES**

### **Vision**

- A participant focused, broad statement of well-being
  - Parents knowledgeable in positive discipline
  - Families know where to connect to resources

### **Population Served – Participants**

- Description of the population you serve
  - Parents with children birth to six

### **Population Needs to be Addressed by Services?**

- Participants needs that this program intends to address?
  - Parents need to know stages of child development & positive discipline tools

### **Services**

- What services will you provide?
  - Parenting classes offered weekly for six weeks

### **Assumptions**

- What research and/or logic support your efforts?
  - Parenting classes have been shown to increase knowledge of child development & positive discipline tools – cite research if available

### **Resources – based on the services you identify**

- What resources do you need to carry out these services?
  - Money, space, staff, materials, curriculum, office support

### **Outcomes**

- If you conduct your program's activities, and succeed with participants, what do they believe, know, have or do as a result?
- What one or two changes do you believe will occur in the lives of your program's participants as a result of your services?
- Outcome statements are written by determining who will do what.
  - Parents utilize positive discipline tools to work with their children

### **Indicators**

- What would I see, hear or read that would tell me the outcome was being achieved?
  - Parents clearly express their expectations
  - Parent use positive discipline techniques when their rules are broken

### **Measurement Tools**

- What form of measurement will you use to measure your indicators? (A scale, survey, check list, questionnaire, or other measurement tool.)

**For additional information please see Friends National Resource Center:**

<http://www.friendsnrc.org/outcome/toolkit/index.htm>

**Technical assistance is available by calling ICTF Grants Manager, Margaret Hower, 208-386-9317 or emailing [howerm@idhw.state.id.us](mailto:howerm@idhw.state.id.us)**

### Idaho Children's Trust Fund Mini Grant Logic Model

Program Name \_\_\_\_\_

Program Vision \_\_\_\_\_

Population Served \_\_\_\_\_

Population Needs to be Addressed by Services \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Services:

Resources:

Outcomes	Indicators	Measurement